

smART ventures Funding Program

smART ventures is a three-year pilot program of the Mayor's Office of Arts & Cultural Affairs, city of Seattle. It is a flexible small awards program aimed at encouraging innovative ideas, responding to one-time opportunities and **creating new access for individuals and groups not served by our current programs**. We believe that planting small seeds can yield big outcomes. **smART ventures** seeks to spark ideas and widen arts and cultural participation, **particularly of diverse or underserved communities**.

smART ventures provides support in the range of \$500 to \$1,000 for projects, opportunities or events proposed by individuals, organizations or communities of interest that offer a potential arts or cultural impact within the city of Seattle. Events must be open to the public and take place in Seattle. Funds may **not** be used for equipment purchases, food and drink or fund raising.

Who Can Apply

- Individuals or groups of people – including youth and older adults – seeking support for a one-time project, opportunity or event involving arts and culture;
- Organizations – arts and culture and others:
 - emerging (less than three years old), or
 - not currently funded by our office, or
 - grassroots or business organizations;
- Practicing artists not currently funded by our office.
- Not sure if you qualify? Call us! (206) 615-1801

You may receive **smART ventures** funding only once. You may not receive funding from more than one program of the Office of Arts & Cultural Affairs for the same project.

If You Are Interested in Applying

You *must* speak with a project manager to discuss your idea. (This is to answer your questions and help you write a competitive proposal.) Then simply fill out the **smART ventures** application and submit one completed signed copy.

When to Apply – How Soon You'll Hear Back

Applications may be submitted at any time. Staff reviews applications on a monthly basis. Notification of award will be given within 45 days. It is to your advantage to start this process as far in advance as possible.

Criteria and Some Ideas for smART ventures

- **Quality and Impact** : one-time cultural opportunities, artists and audiences from diverse communities, projects exposing a new audience to arts or culture, innovative ideas using arts/culture, matching funds for citizen-commissioned new works or projects, projects and groups not eligible for our other programs.
- **Urgency**: one-time opportunities with a short time frame, projects needing start-up or final investment.
- **Feasibility**: ability to carry out project, well thought-out plan, realistic budget and timeline.

Looking Ahead – If Your Project is Funded, You Will be Asked To:

- Sign a Letter of Agreement with the city of Seattle to accomplish the project within one year.
- Have a Social Security number or federal tax identification number issued by the Internal Revenue Service (IRS). Organizations do not have to have 501(c)(3) nonprofit status.
- Have a city of Seattle business license. (Not needed to apply – only if you are funded)
- *For events only*: Insurance may be required.
- Give credit to the Office of Arts & Cultural Affairs.
- Submit a Final Project Report Form and a signed invoice for payment.

Questions or to discuss applying

Contact Steven Larson (206) 615-1801 or steven.larson@seattle.gov to get started.

ELIGIBILITY

1. ***If my organization is more than three years old, can I apply?***
No matter what your organization's age, you may apply if your group is not currently funded by our "Civic Partners," "Youth Arts" or "Neighborhood and Community Arts" funding programs.
2. ***I'm under the age of 18. Can I apply?***
Yes. We are happy to receive project ideas from young people! But you will need an adult who can sign the contracts and receive the funds on your behalf.
3. ***What if my project takes place in Seattle, but I or my group is based outside of Seattle?***
As long as your project or event takes place in Seattle or benefits Seattle residents you may apply. Please bring this issue to the attention of staff in your initial conversation.

PROJECT

1. ***Are all criteria for funding weighed equally?***
Yes. Priority consideration will be given to projects that serve or represent underserved communities and / or are not eligible for our other funding programs.
2. ***What do you mean by underserved community?***
Any community that might not have as much access to cultural opportunities due to age, geography, ethnicity, physical differences, income or other barriers. The more you can demonstrate why the communities you represent or plan to target are underserved and how your project will benefit those communities, the more competitive your application will be.

APPLYING

1. ***Do I have to have a business license to apply?***
No. But if your project is approved, you will need a city of Seattle business license to receive funding. For information on getting a business license in Seattle, call (206) 684-8484 or go to <http://www.cityofseattle.net/rca/licenses/Blicform.htm> . You may include this cost in your budget.
2. ***Whose contact information should be listed in the grant?***
Please provide contact information for the person who can best represent the project and take responsibility for making sure the project is completed and paperwork is submitted.
3. ***Who is considered the "Authorized Representative"?***
The person who is willing to sign all documents and take responsibility for the money if awarded.

FUNDING

1. ***What happens if I receive an award amount less than I requested and then can't do my project?***
Discuss this with a project manager. We know you may need to make changes. If the project cannot be completed with a partial amount and no other funding option is available, you can decline the award.
2. ***If funded, how soon will I get payment?***
City funding is awarded after your project is completed. Expect payment three to four weeks after all required documents, including your final invoice and report, have been received by our office. Missing documents or incomplete paperwork can delay payment.